REGULATIONS

Pertaining to Students

ADMINISTRATIVE

LAKE FOREST COLLEGE

1923—1924

Regulations Pertaining to Students

ADMINISTRATIVE

I. FEES

A. The regular College bills are due at the opening of each semester, and must be paid within two weeks, unless within that time a satisfactory arrangement is made with the comptroller for later settlement. Students who fail to comply with this requirement incur an additional charge of five dollars. Pending settlement they will be excluded from classes, and absence thus incurred will be counted as unexcused.

B. No payments will be refunded to students who are dismissed or suspended, or who leave college for any reason, except in case of illness involving absence of more than half a semester, and then not more than half the proportionate charges for such period of absence will be refunded.

C. No degrees are conferred upon students who have not paid their dues to the college.

D. The tuition for college courses above sixteen hours shall be $5.00 an hour for each semester, and this fee shall not be remitted after two weeks in case students drop courses to sixteen hours or less, unless they drop said courses by order of the faculty.

II. THE LIBRARY

A. The Librarian may at her discretion exclude a student from the privileges of the Library for a given period for any kind of disorder.

B. Failure to make out a withdrawal slip when a book is taken from the Library will result in fine, or the loss of Library privileges or both, at the discretion of the Librarian.

III. MUSIC COURSES

A. Students registered in Lake Forest College who desire to elect music courses must take a minimum of twelve hours of academic work in the Freshman and Sophomore years. Credits in music as expressed in the catalog of Lake Forest College, pages 72 and 73 of the 1921-1922 issue, beginning with the Sophomore year, will be accepted subject to the rules of the Faculty regarding credit in music.

B. Students may receive college credit for courses taken in Ferry Hall, a maximum o fthirty hours being allowed provided that at least fifteen of these hours are in theoretical music.

IV. GENERAL DISCIPLINE

A. The administration of the disciplinary rules of the College is primarily in the hands of the Discipline Committee of which the President is Chairman. Breaches of discipline should be reported to them by the other members of the faculty.

B. Any student receiving aid from the College who shall be found guilty of any grave breach of discipline shall immediately forfeit all such aid.

C. Only students of the College or members of its faculty or administrative staff shall be permitted to reside in the dormitories during the academic year.

SCHOLASTIC

I. ENTRANCE AND REGISTRATION

The general regulations relating to entrance and registration will be found in the college catalogue, but the attention of students is directed especially to the following rules:

A. NORMAL REGISTRATION

1. All students when registering as freshmen or unclassed students must have their schedules approved by the Freshman Advisory Committee. Sophomore, junior, and senior men shall register with their class officers. All sophomores, juniors, and seniors are advised to consult with their major officers when making out their schedules.

2. Students who fail to complete registration within the specified time shall be fined three dollars ($3.00) unless excused by the President.

3. Graduate students, after admission by the Committee on Graduate Work, shall register in courses approved by the major officers and by the Committee on Graduate Work.

4. No student shall receive credit in any course for which he is not regularly registered.

5. If any one of the following courses is taken by a senior, one hour shall be deducted from the credit stated in the catalogue:

Biblical Literature, 1-2, 5-6.
Biology, 1-2, 3-4.
Chemistry, 1-2.
English, 1-2.
French, 1-2.
German, 1-2.
History, 1-2.
Mathematics, 1-2, 3-4.
Physics, 1-2.
Spanish, 1-2

B. Special Registration

1. The normal registration is 15 hours, or

three daily class periods of five days a week. Students who wish to register for more than 17 or less than 14 hours a week must have their cards approved by the Special Studies Committee. No student shall be allowed to take more than 21 hours in a semester. Fourteen hours shall be considered a minimum, even in the case of seniors who do not need 14 hours for graduating. An additional fee is charged for each additional hour over 17.

2. Students registering for less than 14 or more than 17 hours should at the time of registration indicate on the back of their card the reasons for the special registration and should at once petition the ~~Special Studies Committee~~ Class Officer for the necessary permission.

C. **Changes of Registration.** After the opening of the semester changes in registration shall be made only for urgent reasons. A fee of $2.00 is charged for any changes made after Friday of the first week, unless ordered by the faculty. Within two weeks, after the opening of the semester, changes may be made by the use of cards furnished by the Registrar with the consent of the Class Officer and the instructors. Later changes require the approval of the instructors concerned and the Class Officer and Dean concerned. In general, the committee will not permit a student to enter a course after one month of the semester has passed. Any student who discontinues a course for which he is registered, without being excused by vote of the faculty, will receive a semester grade of E for the course. In any such case the instructor shall report the withdrawal to the Registrar who shall report it to the faculty.

D. **Grade of Work.**

1. Regular students, who as shown by the second monthly report of a semester, are passing in less than eight hours of their work are dropped from the rolls. Such students will be reinstated only on recommendation of the Deans and will be considered as on probation for the remainder of the year.

2. If a student shall fail to pass in 8 hours of work, in any semester (exclusive of physical training) he shall be suspended for one semester and required to leave the campus within five days; except that for first year students taking less than 15 hours the minimum for the first semester shall be 7 hours' credit. For the first semester the 7 or 8 hours' credit must be gained not later than 6 p. m. on the Saturday preceding the first day of the second semester. The above does not apply to unclassified

students who have received faculty permission to carry less than 8 hours.

E. Restricted Registration

A student must pass in at least 14 hours of work in any semester (exclusive of physical training) in order to register without restriction for the following semester. If a student pass from 8 to 14 hours of work in any semester, he may be permitted to register under restriction for the following semester. This means that he may register for not more than 15 academic hours.

F. Required Work

1. Requirements for Graduation. One hundred and twenty semester hours in the studies of the curriculum are required for graduation. The required work in physical education must be added to this total. Students must secure for graduation as many credit points as there are credit hours required for graduation, (exclusive of physical education.) Three credit points are given for each semester hour of "A" grade; two for each semester hour of "B" grade; and one for each semester hour of "C" grade. In the case of students entering by transfer from other colleges the credit point requirement will apply to all work taken at Lake Forest College, but not to transferred credits. Students in the class of 1924 may satisfy either the former 60% "C" rule or the credit point requirement, effective in either case as of September 1921. For all later classes the credit point requirement alone shall apply and must be satisfied in respect to all work taken after September 1923.

2. Required work in Physical Education.

A. Physical Education in the gymnasium or out of doors, under the supervision of the directors, is required in the freshman and sophomore years of all men students, two hours a week for the whole of each semester; and of all women from the opening of college to June 1, three hours a week for freshmen, sophomores, and juniors, two hours a week for seniors. A one hour lecture course in Personal Hygiene is required of all freshmen women as one of their three hours.

B. Men engaged in the regular intercollegiate sports, and women engaged in interclass competition, are exempt from the regular requirement in physical education during the period of training only.

C. Regular outdoor physical work for definite periods may be substituted for the required work in physical education by petition to the Committee on Athletics on the recommendation of the physical director concerned.

D. The work of physical education may not be deferred, but students doing outside work in self-support may be allowed or required by the Deans to reduce the number of hours of academic work to 12.

E. Class attendance in physical education shall be subject to the same rules as attendance in other classes of the college, and the uniform cut system shall apply to these classes.

F. Failure to secure credit in physical education during the required period shall automatically extend the requirement, in case of men, into the senior year. In the case of migrant students, the Lake Forest requirements shall begin with their residence here.

3. Chapel Requirement.

A. Chapel attendance is required of all students. Students are to be seated alphabetically by classes in Chapel. The Deans shall keep a record of the chapel attendance of all students and pass upon all excuses.

B. Long chapel shall be held at intervals with the approval of the faculty. An absence from long chapel shall count as three absences.

II. CLASSIFICATION OF STUDENTS

A. Regular Students

Seniors must have 89 semester hours or more.

Juniors must have 59 to 88 semester hours.

Sophomores must have 27 to 58 semester hours.

Freshmen must have under 27 semester hours.

(In the above table Physical Education is not included.)

The classification is always based on the total number of hours, and no account is taken of specific deficiencies. No student shall receive a given classification unless he has satisfied the above requirement without condition.

B. Unclassified Students. Mature residents of Lake Forest and vicinity who desire to attend certain college classes may do so on permission of the faculty and on payment of a stipulated fee. Such students are not eligible to represent the college in intercollegiate contests. For courses not exceeding five hours a week the tuition shall be $25.00 a semester; beyond that number of hours, the full tuition shall be charged.

III. EXAMINATION, REPORTS AND GRADING

A. Final Examinations. The last week of each semester shall be devoted exclusively to examinations. No semester examinations shall be given at any other time except

with the approval of the Committee on Schedule. No student shall be given more than one semester examination in the same course in each semester. Two hours shall be the normal length of any examination, the periods being from 8 to 10, 10:25 to 12:25 in the morning and from 2 to 4 in the afternoon.

B. **Condition Examinations**

1. A condition examination is one regularly scheduled at the beginning of the first semester and about a month after the opening of the second semester to allow students an opportunity to remove a condition.

2. Condition examinations may be taken only by those students who have passed in at least 8 hours of work during the semester in which the condition was incurred.

3. Any condition may be removed by a first or second condition examination, provided, either or both examinations are taken within one year after the condition was incurred. If the condition is removed the grade becomes "D". If the condition is not removed within one year, the grade becomes "E".

4. Any student who, because of illness or other sufficient reason, is unable to take the condition examination, constitutes a special case. Such cases shall be referred to the Dean and the Instructors concerned with power.

C. **Conduct of Examinations.**

1. Examination Books shall be used in all examinations ,either monthly or final. These books shall be distributed from the College office only through instructors.

2. No text books, note books, or loose leaves shall be brought into the room where the final examination is being held except at the request of the instructor; if this rule is violated by the student, his examination book shall not be accepted.

3. All cases of cheating in quizzes or examinations shall be reported to the faculty. Students guilty of cheating in quizzes or examinations shall receive an "E" in the course and shall be liable to suspension from the college.

D. **Special Examinations**

There shall be a fee of $3.00 for any special examination.

A special examination is any term examination taken at other than the appointed time; e. g. examinations taken to satisfy the instructor that certain preliminary ground has been covered; examinations taken to secure credit for work systematically prepared outside of college and which the college does not offer; examinations giv-

en to those who have to leave college before the close of the semester.

E. Grades.

1. The official grades shall be A, B, C, D, E, X and I. These may be divided as follows:

A—Excellent
B—Good
C—Fair
D—Poor
E—Failure
X—Condition
I—Incomplete
W—Withdrawn

If a student whose semester's work in a course is above passing, does not take the final examination for a reason satisfactory to the instructor, or is in arrears in certain required work, he may be given a grade of Incomplete in the course. This grade may be removed whenever the work is completed to the satisfaction of the instructor and shall not be prejudicial to the student's final average. It carries no disability for one academic month and then becomes X.

2. Students who leave college during the semester receive W in the studies pursued if their work is at the time, above passing grade.

IV. ABSENCES

A. A Uniform Cut System. If, at any time, a student's unexcused absences for a semester from classes in academic subjects and physical education and from chapel shall exceed the total number of hours for which he is registered (including hours required in physical education) plus five (chapel hours), he shall become subject to disciplinary action. Absences are excused only when arranged for by college authorities or in case of serious illness, and the excuse must be secured from the Excuse Officers immediately before or after the absence. For each five or fraction of five unexcused absences in excess of the number allowed, one credit hour of "C" grade shall be deducted from the Student's record. When a student's unexcused absences in any semester exceeds the number of allowed absences by ten he is at once automatically suspended for the remainder of that semester and shall not receive academic credit for any work done therein. This shall not prevent the return of the student the following semester if at the time he is suspended he is passing in eight hours of work.

B. Reporting of absences. The student is expected to enroll himself in the first meeting of each course he is to pursue. Absences will be counted from the first exercise whether the student has enrolled or not, unless exception is made by the dean.

C. Absences Before and After Holidays.

Students absent from the last class or laboratory exercise preceding a recess or holiday or from the first class or laboratory exercise following a recess or holiday shall pay a fine of two dollars ($2.00) in each course in which such absence shall occur.

V.—HONORS

A. **Commencement Honors.** At the Commencement exercises honors will be awarded on the following basis:

(1) High honors, given to all students attaining an average equivalent to two thirds A and one third B in the work of the preceding year.

(2) Honors, given to all students attaining an average of B in the work of the preceding year.

(3) Departmental honors, given to members of the graduating class who have won high distinction in the work of the Department in which they have taken their major.

B. First Semester Honors

As soon as possible after the opening of the second semester of each year, the President shall read in chapel the names of the first group (said group not to exceed 20 per cent of the class) in scholarship rank for the first semester for each of the four college classes, the names to be arranged in each group alphabetically and not in order of scholarship, provided that no student shall be included whose average for the first semester is less than C.

C. Shield Honors

Shield honors are awarded to the four students of the graduating class who have the highest scholastic average in all work done at Lake Forest College; but a student who has entered with advanced credits shall not be eligible for the Shield Honors unless he has been a resident of Lake Forest College for at least two years and unless his grades for the period of his residence average higher than the grades during the same period of all other possible candidates for the honor.

STUDENT ACTIVITIES

1. Eligibility

In order to be eligible for participation in any student activity a student must have passed in at least 12 hours of academic work for the last semester in attendance at Lake Forest College or any other accredited college or university. This rule shall apply to all students except those who are beginning college work for the first time; for such students the eligibility requirement of 12 hours shall become operative at the close of the first two months of the semester, but

this is not to be construed as limiting in any way the disciplinary power of the faculty to deal with special cases of deficient scholarship during the first two months. Freshmen who become ineligible at the end of the first two months in the first semester will remain ineligible until the end of that semester. Students ineligible because of conditions may regain eligibility by a removal of the conditions on the day or days scheduled for condition examinations. The names of all students participating in any student activity shall be reported to the dean by the faculty advisor connected therewith, and the administration of this rule is in the hands of the dean.

2. Point System.

Except by special action of the Faculty no student shall hold the positions of more than 3 of the following officers simultaneously, only two of which may be majors.

Major Officers:

1. Captains and managers of the inter-collegiate football, basketball, base ball and track teams.

2. Editors in chief and business managers of the Stentor and Forester.

3. Presidents of the Senior Class, the Student Council, the Athletic Board of Control and the Forum.

4. The leader and business manager of the Glee Club, the leading man and woman of the Garrick Club plays.

5. The chairman of the May Day Festival and the House President of Lois Durand Hall.

Minor Officers:

1. The assistant editor of the Stentor.

2.The president and manager of the Garrick Club.

3. The presidents of the Y. W. C. A., Y. M. C. A., Pan Hellenic Council, and the Junior, Sophomore and Freshman classes.

4. The Social Secretary of Lois Durand Hall and the Chairman of the Junior Prom Committee.

In the application of this rule it is understood that a student elected or chosen for any position shall be considered as holding that position during the usual term.

III. INTER-COLLEGIATE ATHLETICS

A. Students who enter college after the first two weeks of a semester shall be ineligible to participate in inter-collegiate athletics until they have been in college for 2 weeks.

B. Schedule.

1. Football. Not more than seven football games shall be played in each season, and these shall be on Saturdays. The season shall end before Thanksgiving

Day.

2. Basketball and Baseball. The schedule for each of these sports shall be limited to twelve inter-collegiate games.

3. Games in Lake Forest. No games in Lake Forest shall take place earlier than 4 o'clock except on Saturdays.

4. Trips to other institutions. Trips of athletic teams to points outside of Chicago shall be limited to week ends and college recesses; the week end is interpreted as beginning at Friday noon, except that in the basket ball and baseball seasons, those teams may leave as much earlier as is necessary in order to play Knox and Monmouth on one trip.

C. Freshman Eligibility. In games with Illinois, Illinois Wesleyan, Knox, Monmouth and Augustana Colleges, and Milliken University, Freshmen may not compete unless they have satisfactorily completed at least one semester of regular college work.

IV. FRATERNITIES AND SORORITIES

A. Pledge day for fraternities shall not be later than one week after the first registration day of the first semester.

B. Pledge day for sororities shall be the first Monday after the second week of each semester.

C. It shall be necessary that any individual pass twelve hours in order to be initiated into a sorority or fraternity.

D. There shall be no singing, instrumental music or unnecessary noise of any kind in the fraternity rooms after eight-thirty in the evening, except on Fridays or Saturdays and just before holidays.

V. OTHER STUDENT ACTIVITIES

A. General oversight of the current scholastic work of the students shall be entrusted to the Deans who shall have power to remove delinquents from student activities, reporting to the faculty the action taken, and at their discretion or upon request, submitting proposed action to the faculty.

B. The Deans shall consult with and advise the various student editorial boards to see that all candidates for positions on such boards are eligible for the office.

C. Admission to the honor society for women shall be on the following basis: Grades that shall average B throughout the first two years, certain points gained in student activities, and desirable personality. Further development of the honor society shall be in the hands of a faculty committee and the active members of the society.

D. Extended trips of all college organizations may be taken only during the reg-

ular college recesses. This does not prohibit engagements any evening of the week, provided the trip is made without absence from classes.

E. The glee club is forbidden to make or keep dates for concerts without previous permission from the faculty.

F. Serenades may be given only on Friday or Saturday evenings and then not later than 11:30.

VI. SOCIAL COMMITTEE

The duties of the Social Committee include the supervision of all collegiate entertainments, dances and other social events, and the arrangement of a complete calendar for all extra-curricular events. To aid in the performance of these duties, the following rules are laid down:

1. To avoid congestion of social events at any period of the semester, student organizations are required to submit to the Social Committee for approval tentative dates for all formal dances, plays, debates, concerts and other extra-curricular events (except as noted in paragraph 2) to be held during a semester within three (3) weeks after the opening of the first semester and within two (2) weeks after the opening of the second semester. The committee will then arrange and publish the calendar for that semester.

2. In case of informal social events all arrangements must be made not less than four weeks in advance of the event. The necessary arrangements include consent of the Social Committee and securing of the Hall to be used.

3. Change of date may be made only with permission of the Committee.

4. Chaperons must be approved by the Dean of Women and must have indicated their acceptance as chaperons to her not less than three (3) weeks before the event.

The responsibilities of chaperons are to remain throughout the hours specified to see that the party closes promptly, and to supervise dancing and general conduct.

5. Informal parties must close at 11:00 p. m., formal parties on Friday at midnight and on Saturday at 11:30 p. m., Fraternity parties at 11:30 p. m., with the understanding that each Fraternity may have only one party during the year, and the Junior Prom at 3:00 a. m.

6. All social functions are to be held on the campus except by special permission of the Social Committee.

7. During parties, women students are not permitted to be in automobiles outside the building, nor to go off the campus except by permission.

8. No smoking shall be permitted inside Durand Institute.